

1. GENERAL:

- a. **GBLOC:** OKNQ
- b. **DODAAC:** N60514
- c. **E-MAIL:** [ppsogtmo@usnbgtmpo.navy.mil](mailto:ppsogtmo@usnbgtmpo.navy.mil)
- d. **TWX:** NAVSTA GUANTANAMO BAY CU//22//
- e. **MAIL:** COMMANDING OFFICER  
ATTN CODE 22 PP OFFICER  
US NAVSTA  
PSC 1005 BOX 33  
FPO AE 09593-0133
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- g. **APOD:** NAVSTA Guantanamo Bay, CU-NBW    **WPOD:** NAVSTA Guantanamo Bay, CU-CE1
- h. **DSN:** 646-8100 EXT 4206/4995    **COMM:** 011-53-99 EXT 4206/4495
- i. **FAX:** DSN: None    **COMM:** 011-53-99-4562

2. CONSIGNMENT INSTRUCTIONS:

- a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE: DPM is the only authorized mode of shipment to Guantanamo Bay, Cuba (OKNQ).
- b. ITGBL HHG AND BAGGAGE: None.
- c. PARCEL POST: None.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** Route DPM HHG shipments via rate favorable WPOE: (1MJ) Water Terminal Norfolk VA or (1R3) Coastal Maritime Stevedoring, 8988 Blount Island Blvd., Jaxport Facility, Jacksonville FL 32226. Contact the SDDC-GTMO representative for current instructions at 904-751-8886 (voice) or 904-388-2939 (FAX). Ship motorcycles to Cuba as HHGs, utilize normal DPM crating procedures. A DD 1384 (TCMD) must accompany shipment to avoid refusal at terminal.
- b. **NOTE 2:** Route DPM Baggage/AMC via (NGU) Naval Air Terminal Bldg LP-205, Norfolk VA. Pack baggage in corrugated fiberboard triple-wall boxes (FED SPEC PPP-B-640) or double-wall high strength water-resistant boxes (FED SPEC PPP-B-1364b). Do not ship in corrugated boxes.
- c. **NOTE 3:** All VPCs accept and process POV shipments to Guantanamo Bay. Personnel assigned to Guantanamo Bay can process their POV at Blount Island Marine Terminal, 8998 Blount Island Blvd., Jacksonville FL 32226. Advise member to have travel order, proof of insurance, vehicle registration, and permission from the lien holder to ship the POV. Directions to Blount Island follow: from North of Jacksonville FL, take I-95 South, exit onto Heckscher Drive and go East to the Jacksonville Port and enter the port area on the right. Drive up to the security gate and ask security for directions to turn

in your POV. Government transportation is not available at the port. Taxi service between Blount Island and the Jacksonville International Airport may cost \$35.00 or more. Personnel expecting a POV shipment from Cuba should call the SDDC-GTMO representative (904-751-8886) to confirm POV availability before attempting a pick up. Hours of operation are Monday-Friday 0800-1500. It is strongly recommended that appointments for pick up or turn in be made in advance of arrival.

d. **NOTE 4:** Privately Owned Boats (POB) to and from Cuba, the following instructions should be followed:

1. **Boats under 14 feet in length and without a trailer.** May be shipped with HHG to Cuba. Any special crating that may be required will be at the member's expense and will not be reimbursed to member. Boat trailer will not be shipped with HHG or by any other means at Government expense.

2. **Boats over 14 feet in length or any boat with a trailer.** The member will self-procure the port handling and surface transportation of the boat and/or trailer to and from Cuba, at member's expense, with a commercial carrier. The Government will not reimburse the member for surface transportation or port handling costs. The origin Personal Property Officer may authorize a Do-It-Yourself (Self-Procured) move, for the overland portion of the move, to and from the Port of Jacksonville, FL and the member may file for any incentive that he/she may be entitled to, if any.

e. **NOTE 5:** SIT at destination is NOT AUTHORIZED. There is no government or commercial storage at Guantanamo Bay, Cuba. If the shipment requires SIT use BOA storage at origin. (CH)

f. **NOTE 6:** Refer to record 30-1 CUBA(CU) - GENERAL INSTRUCTIONS prior to counseling the member.

## CHAPTER 54

### 54-1 ICELAND (IC) - GENERAL INSTRUCTIONS

REVIEW DATE: 29 MAR 04

#### 1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.
- b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.
- c. **HARD LIFT AREA:** Hard lift area for Army (UB only). Air clearance, when required, must be obtained from the appropriate Air Clearance Authority (ACA).
- d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.
- e. **OTHER:** For Navy personnel and Air Force personnel, dependent entry approval is not required prior to shipment of HHG provided dependent travel will be allowed within 20 weeks.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Defense force member civilian employees with accompanied tour orders for whom military family arrival may submit an application for approval to reside off the NATO base. Appliance support (stove, refrigerator, washer, and dryer) will be provided.

#### 3. CONSUMABLES:

- a. **ALCOHOLIC BEVERAGES:**
  - (1) May NOT be shipped commingled with your household goods. (CH)
- b. **CIGARETTES/TOBACCO PRODUCTS:** Shipments of cigarettes/tobacco products between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TMO will request clarification by message from the responsible transportation authority at destination. Smoking policies in non-smoking buildings will be strictly enforced. Majority of bachelor quarters are non-smoking.
- c. **COSMETICS:** No restrictions identified.
- d. **FOODSTUFFS/MEATS:** No restrictions identified.
- e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

#### 4. ELECTRICAL EQUIPMENT:

- a. **HOME COMPUTERS:** No restrictions identified.
- b. **TVs/VCRs:** Use of television and other video equipment. Naval Station, Keflavik, has live satellite capability via closed circuit broadcast. The electrical current is 60 cycle, the same as CONUS. Off-base current is European standard (220 volt/50 cycle) but only DOD civilian personnel who are defense force members, are currently permitted to live off the agreed area with Government of Iceland approval and if on-base quarters are not available.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:**

a. Military family housing is small by US standards and storage is limited. Members should be advised furniture (couches, desks, etc.) Approximately 7 ft or longer may not fit through doors and halls in some housing units. Contact the housing office for advice before shipping such an article because housing assignments will not be changed to accommodate excessive or oversized furnishings. Washers, dryers, stoves, and refrigerators are provided for all on-base housing; therefore, these items must be placed in NTS at origin. If a member desires an extra refrigerator or freezer, one may be shipped. NTS will not be provided, nor will housing assignment be changed to accommodate shipped appliances.

b. Unaccompanied members will be assigned a room/suite depending on rank. DO NOT SHIP ANY FURNITURE. Large electrical items such as TV's, VCR's, stereo's and personal computers are permitted however, keep in mind that space is limited. Adequate cable, Internet capabilities, and phone jacks will be available. Extension cords are prohibited, however, surge protectors may be used. You may ship a microwave, though some buildings provide them in the rooms. You will be provided with: common use laundry and kitchen facilities, recreation and work out facilities, a bed, refrigerator, sitting chair, desk, adequate lighting and an entertainment center. Some of the buildings provide common area bike storage, and all buildings provide personal storage, and all buildings provide personal storage lockers measuring at least 37 cubic feet. Bachelor housing furnishing will not be displaced to facilitate personal belongings.

6. **PETS/QUARANTINE:** Pre-approval from the Government of Iceland is necessary before pets may enter into the country. Members are authorized NOT MORE THAN TWO PETS PER FAMILY. Pet permission and quarantines are both lengthy and expensive (approx. 8 weeks) at this time. E-mail ([idf.pm@idfcfk.navy.mil](mailto:idf.pm@idfcfk.navy.mil)) the Provost Marshal's Office to receive your information package containing your pet shipment forms and requirements. The pet can be flown into the country on a commercial flight at owner's expense (currently about \$350), quarantine and veterinarian costs are approximately \$1600 for a cat, and \$1743 to \$2500 for a dog. NO DOGS over 85lbs are permitted. Rottweilers, Pit Bulls, nor Doberman breeds are NOT PERMITTED into the country. Contact Provost Marshal's office for a complete list of breeds that are not permitted into Iceland. Animals must be registered and tagged through the Security Admin Office. Dog and cat shots must be up to date prior to entry and maintained while on the island using the local vet service. contact the Iceland Defense Force Provost Marshal office at DSN 450-7820, comm. 001-354-425-7820 concerning recent pet regulations. All procedures must be followed explicitly as stated in the law. Pets are not allowed in bachelor quarters. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs):** Shipment of firearms to Iceland is restricted to hunting weapons (hunting rifles and shotguns). All other type of firearms, ammunition, or explosives is prohibited. Laws are stringent concerning the use of firearms, and all firearms must be stored at the Weapons Department, Naval Air Station, Keflavik, Iceland. It is against regulations to fire weapons on base, and off base use must be approved by Icelandic Government and the land owner. Proof of ownership must accompany all weapons shipped to Iceland.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** Authorized DOD personnel may import one POV duty-free. Icelandic Government imposes no restrictions as to color, age, or dimensions.

b. **MOTORCYCLES/MOPEDS:** Shipments of two-wheeled motorized POVs (motorcycles/mopeds) to Iceland is prohibited due to severe weather and unsafe road condition.

c. **GASOLINE/CATALYTIC CONVERTERS:** Diesel fuel is available from commercial source on base. The price per gallon at this station fluctuates with local market prices but does not include host nation taxes. As of NOV 2001 the price is 48.5 Icelandic Kronur per liter. While this service is available to any member, prior arrangement must be made through the Iceland Defense Force Staff Judge Advocate Office.

d. **INSURANCE:** Liability insurance is mandatory for all POVs in Iceland. Insurance must be purchased in Iceland; no US insurance companies are allowed to underwrite insurance in Iceland. Cost of liability insurance varies with type and year of the vehicle but generally runs from \$400 to \$500 per year. Comprehensive/Collision insurance is not required but is available for an additional cost of \$200 to \$1,000 per year.

#### **SAFETY REQUIREMENTS:**

(1) **Headrests:** Icelandic laws requires all POV's manufactured after 1 Jan 1983, to be equipped with high-back front seats extending to a minimum of 30 inches from the top of the seat cushion to the top of the back of the seat, or built in adjustable headrests (clip on headrests are not acceptable).

(2) **Tinted windows:** Icelandic law prohibits tint (peel off type) on the drivers side and front passengers side windows. This causes failure of inspections.

(3) **Seatbelts:** It is mandatory safety requirement in Iceland all POVs be equipped with three-point seatbelts (shoulder strap) in the front seats and the rear seats where they can be arranged, or alternatively, lap belts.

(4) **Lights:** All vehicles being operated in Iceland must have low beam headlights and exterior lights/parking lights when the vehicle is driven day and night, 24 hours. Daytime running lights will not be accepted in Iceland and will cause failure of inspection. In order for newer model cars to pass inspection, they must remove the fuses or relay connected to the daytime running lights. Recommend that members have the diagram of the electrical connection of the vehicle in order to disconnect the daytime running lights. (The taillights are not on when running lights are activated, therefore making them illegal in Iceland.) All fog lights must have "E" or "DOT" marking on.

(5) **License Plates:** Front and rear license plates are required. Recommend a license plate holder be installed for front and rear before you arrive in Iceland. Brackets are very hard to purchase in Iceland.

(6) **Side view mirrors:** Two side view mirrors (one on each side) are mandatory on all POVs.

(7) **Warning triangle:** It is a mandatory requirement to have a reflective warning triangle available in the trunk of each POV.

(8) **Mud flaps:** No mud flaps are required on regular vehicles. For certain vehicle types modified for higher ground clearance, four mud flaps are required, for example jeeps and trucks.

(9) **Fender flares:** All vehicles that have tires which extend past the body are required to have fender flares installed.

(10) **Trailer hitch:** Hitch balls must be removed prior to inspection.

(11) **Steering:** Vehicles with steering wheel on the right hand side will not be accepted in Keflavik Iceland.

(12) **Speedometer:** Speedometer must indicate speed in kilometers/MPH. Transparent overlays can be manufactured to satisfy this requirement.

(13) **Turning Signal:** Vehicles manufactured after March 1988 turning signal must be visible from front and side of the car, signal must blink not only from bumper but also the side of front fender headlights, or will cause failure of inspection.

(14) **Exhaust System:** Vehicles manufactured after 01 July 1990, that have the tail pipe ends extending to the right must have pipe end bent down or straight back or will cause failure of inspection.

e. **REPAIRS:**

(1) Tires and minor mechanical repairs are available at the Navy Exchange Service Station on-base. Limited POV parts are available. Parts and repairs off-base are expensive.

(2) Because vehicle repairs in Iceland are expensive and the mandatory inspections are quite strict, it is recommended all POVs shipped be in excellent condition and any required repairs be accomplished prior to shipment.

f. **THE FOLLOWING OPTIONS APPLY TO DRIVING ON SNOW OR ICE-COVERED ROADS:**

(1) Snow tires on all wheels.

(2) Chains on all wheels of the drive axle (front or rear).

(3) Studded tires on all wheels.

(4) Studded tires on wheels of one axle and chains on wheels of the other axle. You may not use two studded tires alone. Chains and studded tires may not be used during the period 16 April through 31 October, unless necessary due to special driving conditions. Should you be observed driving a vehicle on ice and snow covered roads without the proper equipment, you may be issued a citation; furthermore, if you are involved in an accident and your vehicle is not properly equipped, you will automatically be held responsible for the accident.

g. **REGISTRATION:** The initial cost to register a POV is \$270 (varies with exchange rate). This includes registration, safety inspection, plates, and headlight inspection. A POV that fails a safety inspection is subject to \$24 reinspection fee. There is also an annual safety inspection charge of \$67.

h. **MODIFIED/ALTERED VEHICLES:** Vehicles which have been significantly modified or altered from their original factory specifications (e.g., four-wheel drive trucks with raised suspensions) may be subject to a special inspection at the Icelandic Motor Vehicle Supervision Office to ensure they conform with all applicable vehicle rules and specifications. The cost of the inspection is approximately \$200. Additionally, these vehicles are required to carry both a fire extinguisher and a first aid kit at all times.



i. **VEHICLE AVAILABILITY:** Four-wheel drive vehicles are very popular in Iceland. Used POVs, some with four-wheel drive, are available on-base. Additionally, many models of new POVs can be purchased on and off-base, free of Iceland taxes. However, these vehicles cannot be shipped back to the US at Government expense, unless the vehicle is purchased to replace a vehicle lost through fire, theft, accident or similar causes.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** The shipment of plants (with soil) is prohibited. No other restrictions identified. (CH)

11. **TRANSMITTING EQUIPMENT:**

a. **CBs:** Importation or utilization of CB radios is prohibited unless approved by the Icelandic Government.

b. **AMATEUR/HAM RADIOS:** No restrictions identified.

c. **MARS EQUIPMENT:** No restrictions identified.

d. **DISH ANTENNAS:** Naval Air Station, Keflavik housing unit configurations preclude the installation of satellite dish antennas.

e. **CORDLESS PHONES:** No restrictions identified.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Iceland should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and is a personal matter between the member and the Government of Iceland.

13. **OTHER:**

**STORAGE:**

a. Facilities are available in Iceland for storage in transit. NTS is not available.

b. Unaccompanied members should not bring their own furniture items and should "pack light" because excess storage facilities are not available.

c. NTS is not available. Large or excess items will be reshipped to NTS at members expense or disposed of by owner.

d. Bachelor housing does not provide covered parking for POV's. Adequate outdoor parking will be available.

**54-2 NAVAL AIR STATION, KEFLAVIK, ICELAND (IC)**

**REVIEW DATE: 29 MAR 04**

**MULTI-SERVICE**

**1. GENERAL:**

- a. **GBLOC:** YSNL
- b. **DODAAC:** N63032
- c. **E-MAIL:** ppso@naskef.navy.mil
- d. **TWX:** NAS KEFLAVIK IC//CODE 405//
- e. **MAIL:** TRANSPORTATION OFFICER  
ATTN CODE 405  
NAVAL AIR STATION  
PSC 1003 BOX 21  
FPO AE 09728-0321
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** American Embassy  
Reykjavik, FPO 09728-0340
- g. **APOD:** NAS Keflavik, IC-KEF **WPOD:** Njardvik, IC-AU8
- h. **DSN:** 450-XXXX **COMM:** 011-354-425-XXXX, Inbound-4608,  
Outbound-4618, POV-4296, QA-4609 **TELEX:** 2264
- i. **FAX:** **DSN:** 450-2808 **COMM:** 011-354-425-2808

**2. CONSIGNMENT INSTRUCTIONS:**

- a. **DPM HHG, DPM BAGGAGE, HIGH VALUE, PARCEL POST:** Consign to TO, Naval Air Station, Keflavik, IC. Shipments by DPM/AMC when routed through Naval Air Terminal, Bldg LP-205, Norfolk, VA. Pack baggage in corrugated fiberboard triple-wall boxes (FED SPEC PPP-B-640) or double-wall, high strength, weather resistant boxes (FED SPEC PPP-B-1364B). Do not ship in corrugated boxes larger than 45 cubic feet or in wooden boxes, as this will cause an extended delay in shipment.
- b. **ITGBL HHG:** Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify PPSO, NAS Keflavik, Iceland, prior to delivery or placing in storage." Primary codes of service for HHG shipments to Iceland from CONUS are Codes 5 and T. However Code T is not recommended due to very limited aircraft availability, shipments will become delayed. For areas, which do not have, available rates one-time-only (OTO) request will be submitted.
- c. **ITGBL BAGGAGE:** Not authorized.

**3. SPECIAL INSTRUCTIONS:**

- a. **NOTE 1:** INTL/AIR/COMM/DPM is not an acceptable method of shipment.
- b. **NOTE 2:** Refer to record 54-1 ICELAND(IC) - GENERAL INSTRUCTIONS.